

NMPSIA

Espanola Public Schools

Alcade Elementary School

Loss Control & Safety Audit

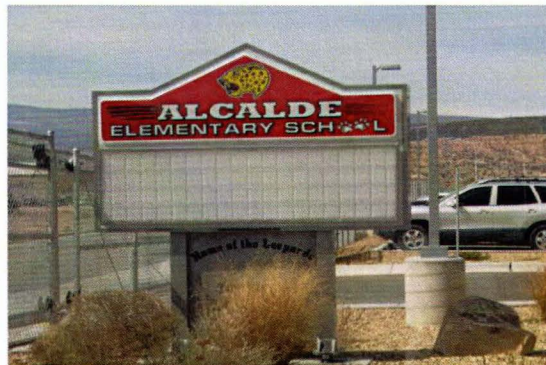


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EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Alcade Elementary School. The audit was conducted on March 17, 2014, on behalf of the Espanola Public Schools, and at the request of NMPSIA.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Theresa Flores, Principal, and the staff of Alcade Elementary School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

GENERAL CONDITIONS INSPECTION**Contact:** Theresa Flores, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** March 17, 2014**Hazard Type**

1 – Egress Issue
 2 – Injury Hazard
 3 – Property Loss
 4 – Regulatory or
 Legal Issue
 5 – Accepted Best
 Practices

Hazard Scope

A – Facilities/Planning
 B – Custodial or
 Maintenance
 C – Policy and/or
 Procedures
 D – Employee Practices

Hazard Urgency

I – Immediate
 H – High
 M – Medium
 L – Low
 O – Ongoing /
 Preventative

Capital

C – Capital
 NC – Non-
 Capital

Exterior Areas		Yes	No	NA	Priority	Recommendations
1	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?		X		3,5 - B - L - NC	2014-001
Building Conditions		Yes	No	NA	Priority	Recommendations
2	Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?		X		2,4,5 - A,B - M - NC	2014-002
Doors, Exits, and Means of Egress		Yes	No	NA	Priority	Recommendations
3	Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?		X		1,4 - B,C,D - H - NC	2014-003
Emergency Action Equipment & Systems		Yes	No	NA	Priority	Recommendations
4	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?		X		3,4 - B,C,D - M - NC	2014-004

Mechanical and Utility Systems		Yes	No	NA	Priority	Recommendations
5	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?		X		4 - B - M - NC	2014-005
Housekeeping and Storage Practices		Yes	No	NA	Priority	Recommendations
6	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?		X		2,3,4 - B,D - M - NC	2014-006
7	Is the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?		X		5 - B,D - O - NC	2014-007

GENERAL CONDITIONS INSPECTION RECOMMENDATIONS

Exterior Areas

1. Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?

Recommendation Number: 2014-001

Observations:

- Several dead trees were observed.

Recommendations:

- Remove/replace dead vegetation.

Standards:

- Good Loss Prevention Practices
- IPMC, Section 302 - Exterior Property Areas



Building Conditions

2. Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?

Recommendation Number: 2014-002

Observations:

- Some areas appeared to have inadequate illumination.
- Low illumination from some light fixtures caused by accumulation of dead insects.

Recommendations:

- Light fixtures should be cleaned and sealed as necessary.

Standards:

- NMAC 6.27.30 - Statewide Adequacy Standards



Doors, Exits, and Means of Egress

3. Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?

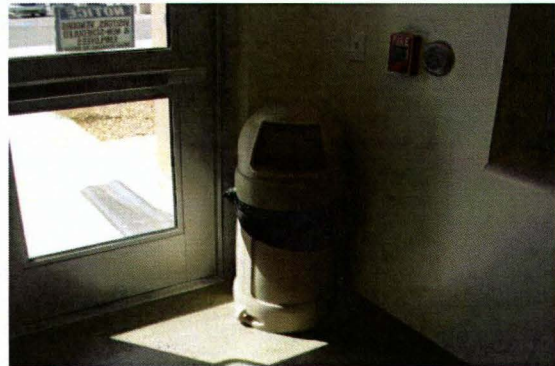
Recommendation Number: 2014-003

Observations:

- One or more exit aisles, doors, and/or pathways were obstructed.
- These obstructions may prevent quick and safe egress in an emergency.

Recommendations:

- Obstructions should be removed.
- A minimum clearance that is equal to the width of the door and six feet deep must be maintained on both sides of an exit.
- An access route to this clear space must be maintained at all times.



Standards:

- 29 CFR 1910, Subpart E - Exit Routes, Emergency Action Plans, and Fire Prevention Plans

Emergency Action Equipment & Systems

4. Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?

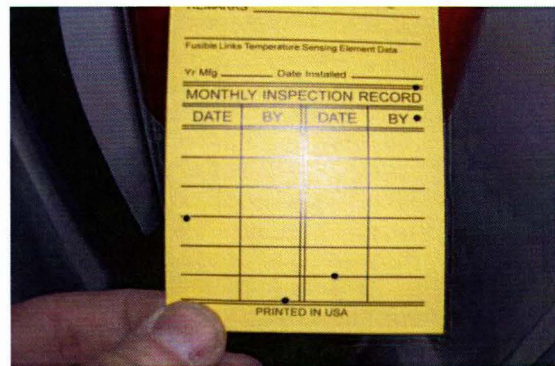
Recommendation Number: 2014-004

Observations:

- Monthly fire extinguisher inspections are not being conducted.

Recommendations:

- The fire extinguishers should be inspected on a monthly basis to ensure that:
 - they are properly wall mounted;
 - the seals and pull pins are still intact;
 - and
 - the units are fully charged and ready for use.
- The monthly inspection should be documented with the inspector's initials on the back of the annual inspection tag.



Standards:

- 29 CFR 1910, Subpart L - Fire Protection

Mechanical and Utility Systems

5. Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?

Recommendation Number: 2014-005

Observations:

- The boxes were not locked to prevent unauthorized access.

Recommendations:

- All exterior utility controls should be covered and locked, or otherwise controlled, to prevent unauthorized access.

Standards:

- Good Loss Prevention Practices
- 29 CFR 1910, Subpart S - Electrical



Housekeeping and Storage Practices

6. Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?

Recommendation Number: 2014-006

Observations:

- The housekeeping needed improvement in some places.

Recommendations:

- The area should be maintained in a neat and orderly manner, free from any condition that would create a fire or life hazard or a condition which would add to or contribute to the rapid spread of fire.
- All areas should be cleaned and organized to reduce injury and property damage hazards.

Standards:

- 29 CFR 1910, Subpart D - Walking-Working Surfaces



7. Is the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?

Recommendation Number: 2014-007

Observations:

- Trash and debris were strewn around some areas of the campus.

Recommendations:

- Frequent, at least daily, inspections of the grounds should be made to find and remove debris and trash.
- Since debris tends to attract more debris, it should be removed promptly upon discovery.

Standards:

- Good Loss Prevention Practices



CLASSROOM AND OFFICE INSPECTION**Contact:** Theresa Flores, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** March 17, 2014

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3 – Property Loss	Maintenance	M – Medium	Capital
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Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Classroom and Office Section		Yes	No	NA	Priority	Recommendations
1	Are classroom decorations displayed in a safe and acceptable manner?		X		3,4,5 - C,D - M - NC	2014-008

CLASSROOM AND OFFICE INSPECTION RECOMMENDATIONS

Classroom and Office Section

1. Are classroom decorations displayed in a safe and acceptable manner?

Recommendation Number: 2014-008

Observations:

- Paper and/or other combustible materials were suspended from the ceilings or light fixtures. Suspending paper from ceilings can increase the spread of fire. Suspending paper from lights increases the fire hazard, as the lights are a potential ignition source.
- Hanging decorations may also trigger false alarms involving motion detection systems.

Recommendations:

- Paper, string, and/or other artwork hanging from light fixtures should be removed. If artwork is suspended from the ceiling, it should be of minimal volume so as to not create an additional fire spread hazard and it should be maintained at least 80 inches or higher from the floor.

Standards:

- IFC, Chapter 3 - General Precautions Against Fire
- NFPA 1, Chapter 3 - General Provisions

PLAYGROUND CONDITIONS INSPECTION DISCLAIMER

This report was completed by James Dorn, a Certified Playground Safety Inspector. The playground conditions and features were compared with the requirements of playground safety standards published by the U.S. Consumer Product Safety Commission and ASTM International. Some recommendations are based upon insurance claim information and professional judgment.

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PLAYGROUND CONDITIONS INSPECTION**Contact:** Theresa Flores, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** March 17, 2014

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Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Playground Conditions Inspection		Yes	No	NA	Priority	Recommendations
1	Are playground structures equipped with a shock absorbing surface of an appropriate type and depth beneath them?		X		2,4 - B,C - O - NC	2014-009
2	Is an accessible path provided to all play structures, and are an appropriate number of play events provided for persons with disabilities?		X		2,4 - A,C - H - NC	2014-010
3	Are playgrounds, play areas, and equipment otherwise free of apparent hazards?		X		2,3 - A,B - L - NC	2014-011

PLAYGROUND CONDITIONS INSPECTION RECOMMENDATIONS

Playground Conditions Inspection

1. Are playground structures equipped with a shock absorbing surface of an appropriate type and depth beneath them?

Recommendation Number: 2014-009

Observations:

- The protective surfacing around and under the equipment was too deep in some areas and was overflowing the barrier.

Recommendations:

- Protective surfacing should be installed and maintained throughout the entire use zone of the equipment being protected.
- The protective surfacing should be maintained in all areas of the equipment use zone so that it provides adequate protection for the maximum height of the equipment.

Standards:

- Good Loss Prevention Practices
- CPSC, Publication 325, Public Playground Safety Handbook



2. Is an accessible path provided to all play structures, and are an appropriate number of play events provided for persons with disabilities?

Recommendation Number: 2014-010

Observations:

- Accessible path requires transition from concrete through dirt to ramp.

Recommendations:

- An accessible route to the playgrounds and an accessible protective surfacing material should be provided to all playgrounds in accordance with the performance requirements of Specifications F1951 of the ASTM and the Play Area Accessibility Guidelines of the United States Access Board.



Standards:

- Americans with Disabilities Act
- 36 CFR, Part 1191 - Accessibility Guidelines for Buildings and Facilities: Play Areas

3. Are playgrounds, play areas, and equipment otherwise free of apparent hazards?

Recommendation Number: 2014-011

Observations:

- Concrete playground surfacing barrier/berm was cracked and damaged.
- Continued deterioration could lead to more damage and trip/fall hazards.

Recommendations:

- Repair as necessary.

Standards:

- Good Loss Prevention Practices
- CPSC, Publication 325, Public Playground Safety Handbook



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